



The Process. . .

United States Department of Agriculture (USDA)

In order for California to make the switch from paper checks to an electronic benefit we must follow a formal process set by USDA. This process includes detailed documentation and planning that must be submitted and approved by USDA prior to an electronic benefit implementation.

☒ **Step 1—PAPD & Grant Proposal**

- Develop a Planning Advance Planning Document (PAPD) which describes the eWIC planning activities and California's management plan for each activity.
- Write a grant proposal to request funds from USDA to begin the planning process.

☒ **Step 2—Planning & Information Gathering**

- Once the grant proposal is approved then USDA requires each state procure a planning contractor to conduct a comprehensive cost analysis and feasibility study.

☐ **Step 3—Cost Analysis & Feasibility Study**

- The planning contractor, who is an expert in planning for eWIC implementation, will compile and analyze information the planning teams have gathered to create the required Implementation Advance Planning Document (IAPD). The IAPD will include the following components: Feasibility Study, Alternatives Analysis, Cost-Benefit Analysis, Functional Requirements, General Systems Design, Proposed Budget, Capacity Study, Resource Requirements and a Training Plan.

☐ **Step 4—IAPD Submission & Approval**

- The IAPD will be submitted to the USDA for review and approval.

☐ **Step 5—Implementation on Activities**

- Once our IAPD is approved by USDA **and** funding is secured contractors will be sought to implement the new system and prepare for electronic benefit processing.